

CROSS

Command Records Operational Support Site

Every Day. Every Marine. Every Record.



The Command Records Operational Support Site (CROSS) is a custom-built, SharePoint configuration designed to automate and standardize the following programmatic elements of United States Marine Corps (USMC) Records Management (RM):



Appointment Letters



Command File Plans



Capstone Billet Info



IGMC Checklist



Internal Auditing
(future state)



Standardized SOP Templates
& Reporting
(future state)

Think of CROSS as the turnover binder



of the 21st Century!

HQMC

CROSS is a enterprise level solution that:

- Supports the USMC migration to electronic records management
- Identifies the type, format, and location of records across the USMC
- Improves information management (i.e., FOIA requests) and transparency
- Provides data for the justification of manpower and resources
- Standardizes program maintenance across the enterprise

COMMANDs

CROSS is a command responsibility that allows Records Managers (RMs) to:

- View organizational structure at-a-glance
- Appoint and maintain a list of Staff Section Records Managers in real time
- Standardize RM processes across every section and subordinate unit
- Contact RMs and ARDB (Records, Reports, Directives, and Forms Management Section) in one, easy-to-access location
- Reduces administrative burden (that's more time to focus on the mission!)
- View program compliance status at-a-glance

USMC RECORDS MANAGEMENT SUPPORT TOOLS

CROSS



PHASE I

Programmatic Management of Command RM

MCTILM



PHASE II

Records Repository

PENDING



PHASE III

Designated Long-Term Temporary and Permanent Records Repository

NARA



PHASE IV

Retirement/Permanent Archival of Records

IMPORTANT RM LINKS

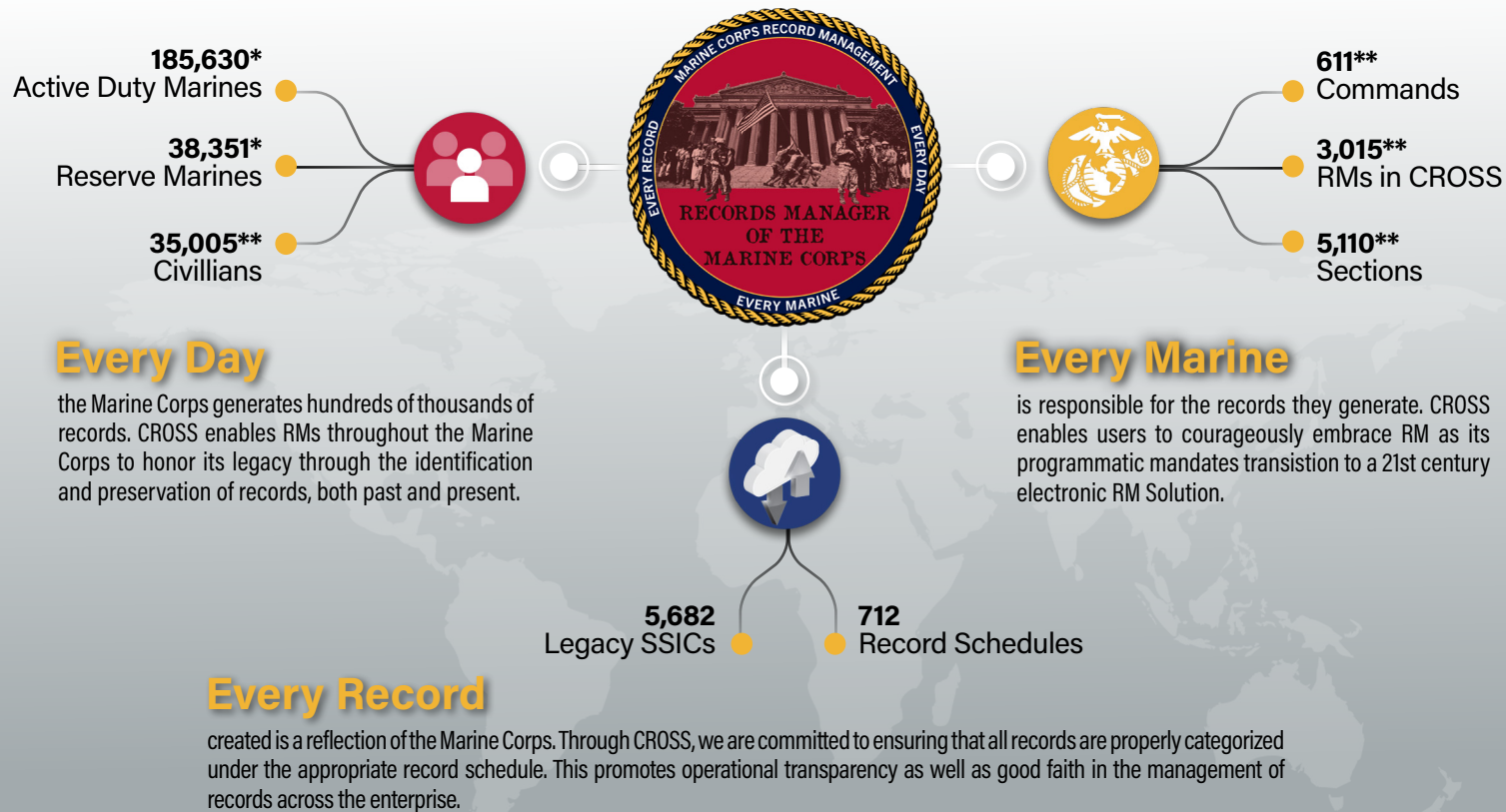
Command Records Operational Support Site
<https://eis.usmc.mil/sites/CROSS>

ARDB Website:
Records, Reports, Directives and Forms Management (marines.mil)

Our Mission

SCOPE OF USMC RECORDS

Everyone handles records, regardless of their role and level of responsibility. CROSS enables RMs to consistently manage records in compliance with all Department of the Navy and National Archives and Records Administration regulations.



* Estimated Totals

** These numbers are approximate as of May 2021 and subject to change

TESTIMONIALS

"CROSS has greatly simplified Records Management responsibilities, making it far easier for the administrator in terms of effort and time."

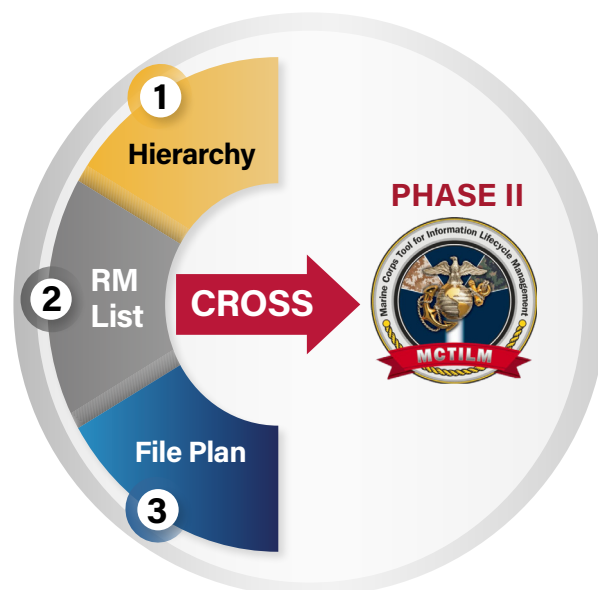
- Major Horner
G-1 Adjutant

"If you're not using CROSS, then you're working harder not smarter. CROSS is a GREAT tool to use to ensure you're on top of your records management program."

- GySgt Echeverria
G-1 Administrative

The two foundational data elements of CROSS—the command/organizational hierarchy and file plan—are directly exported to the Marine Corps Tool for Information Lifecycle Management (MCTILM) for immediate, automated configuration of a commands' Records Center.

For this reason, all USMC commands or command-equivalent civilian directorates (e.g., HQMC) must have a complete program in CROSS (Phase I) in order to be eligible for MCTILM (Phase II) implementation.



Related Quick Series: Commanders, Staff Section RMs, CDRMs, CROSS End User Guide

GET IN TOUCH

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**RECORDS MANAGER
OF THE MARINE CORPS**

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HARTWOOD
CONSULTING GROUP